

<Project Name> Training Workplan Template

ID	Task	Responsible	Dates		Milestone Y/N	Comments/Status
			Start	Finish		
Plan						
1.	Conduct training needs assessment (Visualize)					
2.	Receive/complete training request form					
3.	Conduct audience analysis					
4.	Create training plan (Determine elements of project's vision and scope)					
5.	Identify learning objects					
6.	Identify content scope					
7.	Determine delivery strategy					
8.	Determine project plan (Define and prioritize performance factors; cost, time, quality, scope)					
9.	Receive baseline budget					
10.	Create workplan, Identify milestones					
11.	Identify roles (role map)					
12.	Identify stakeholders and create communication plan					
13.	Identify logistics strategy					
14.	Develop budget and create task order					
15.	Project management					
16.	Conduct kick-off meeting					
17.	Oversee project communication, tasks, and deliverables					
18.	Submit status reports					

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ID	Task	Responsible	Dates		Milestone Y/N	Comments/Status
			Start	Finish		
19.	Submit milestone chart					
20.	Management sign-off					
21.	<Insert additional rows for other project specific milestones and tasks>					
Design						
22.	Create instructional design plan					
23.	Create content outline					
24.	Conduct SME/customer review of content outline					
25.	Conduct instructional strategy session (create storyboards & activities)					
26.	Conduct stakeholder review of storyboards					
27.	Plan evaluation strategy (dry run, pilot, TOT, training course)					
28.	Project management					
29.	Conduct instructional design session					
30.	Plan review sessions					
31.	Update workplan					
32.	Review and update logistics checklist					
33.	Create communication plan					
34.	Oversee project communication, tasks, and deliverables					
35.	Submit status reports					
36.	Submit milestone chart					

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			Start	Finish		
37.	Management sign-off					
38.	<i><Insert additional rows for other project specific milestones and tasks></i>					
Build						
39.	Create course materials					
40.	Build instructor guide/participant guide					
41.	Create media/presentations					
42.	Develop help/performance support tool(s)					
43.	Build evaluation instruments (dry run, pilot, TOT, training course)					
44.	Conduct testing					
45.	Plan and conduct dry run					
46.	Plan and conduct pilot					
47.	Develop Training of Trainers (TOT) course					
48.	Customize trainer toolkit					
49.	Build training logistics					
50.	Solicit and select trainers					
51.	Select sites and schedule trainers accordingly					
52.	Advertise training program					
53.	Package and ship materials					
54.	Project management					
55.	Create training maintenance plan					

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ID	Task	Responsible	Dates		Milestone Y/N	Comments/Status
			Start	Finish		
56.	Oversee project communication, tasks, and deliverables					
57.	Submit status reports					
58.	Submit milestone chart					
59.	Management sign-off					
60.	<Insert additional rows for other project specific milestones and tasks>					
Deliver						
61.	Conduct Training of Trainers (TOT)					
62.	Implement logistics support					
63.	Provide ongoing training					
64.	Conduct training					
65.	Submit training evaluations					
66.	Project management					
67.	Submit status report, workplan, and milestone chart					
68.	Oversee project communication, tasks, and deliverables					
69.	Submit status reports					
70.	Submit milestone chart					
71.	Management sign-off					
72.	<Insert additional rows for other project specific milestones and tasks>					
Assess						
73.	Conduct evaluation and analysis					

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ID	Task	Responsible	Dates		Milestone Y/N	Comments/Status
			Start	Finish		
74.	Submit final report: Make recommendations/create action plans					
75.	Schedule celebration and lessons learned session					
76.	Celebrate successes					
77.	Document lessons learned					
78.	Project management					
79.	Oversee project communication, tasks, and deliverables					
80.	Submit status reports					
81.	Submit milestone chart					
82.	<i><Insert additional rows for other project specific milestones and tasks></i>					